

**Minutes of the Meeting of Caversfield Parish Council
held on Wednesday 16 November 2016 at 7.00pm at Fringford Village Hall**

- Present:** Cllr John Gilmore (Chairman), Cllr June Nisbet (Vice-Chairman),
Cllr Roger Shipway, Cllr Glenice Sutcliffe
- In attendance:** Two members of the public, Cllr Lawrie Stratford (OCC), Mrs Jane Olds
(Parish Clerk)
- Apologies:** Cllr Esther Bannister, Cllr Eleanor Booth-Davey, Cllrs Lynn Pratt,
Nicholas Mawer and Jason Slaymaker (CDC)

1. Apologies

The Councillors accepted Cllr Bannister and Booth-Davey's apologies.

2. Requests for Dispensations, Declarations of interest, gifts and hospitality

There were no declarations of interest or requests for dispensations.

3. Public Participation

Two members of the public attended the meeting. One villager raised comments including requesting an update on the progress of registering the land in Old School Close as a Village Green, the extension to the pavement at the northern end of Fringford Road, the use of the VAS sign for the Fringford Road, clearing the ditch between Old School Close and Thompson Drive on Fringford Road and issues surrounding Halloween. The Clerk would look into the issues not on the agenda and respond at the next meeting.

4. Minutes of the Meeting held on 16 September 2016

It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman of the meeting.

5. Update on progress from the Minutes

a. Standing Orders

The Clerk had updated the document and published it on the website.

b. The Comet Bus

The Clerk had published the information on the Transport Section of the website.

6. Reports from District and County Councillors and Police

County Councillors

Cllr Stratford reported. The unitary debate continued to roll on with a number of options for consideration by all the parties. It is likely that the Government Support grant for County and District Councils would disappear over the course of the next few years, so to get onto a sound independent financial footing would be imperative. Regarding the Children's Centres, the County has set aside funding so that the centres would be run by independent bodies; 17 bids had been received, but some would need more work before being approved.

The County had been reviewing and consolidating the property needs, ownership and availability, and was currently looking at the options.

Cllr Stratford also attended the Healthy Town Workshop.

Cllr Stratford mentioned the concerns about the Parliamentary Review and about the long term closure of St David's Barracks in Ambrosden and the affect it would have on the town overall.

The District Councillors all sent their apologies as they had been invited to attend a Bicester Masterplan workshop.

The Police written report had been received and circulated.

7. Reports from the Village Management Companies

The Clerk had written to the Management Companies to ask if they would like to make reports to the meeting.

No Companies were able to attend.

8. Finance

a. To receive the monthly financial report

As at 3 November, the Accounts stood at:

Co-op Current Account	£7,296.31
NS&I Account	£2,337.35

There were no outstanding cheques.

The Current Account had received the second tranche of the Precept at £2,580.00.

The Standing Order of £109.44 to pay the Clerk cleared on 19 September and 17 October.

The Clerk provided the meeting with a printout of the Current Account status and the monthly sheet for information.

b. To consider the draft budget for 2017/18

The Clerk provided a draft budget for the meeting to consider. The Councillors **RESOLVED** to agree to consider the budget further at the January meeting once the full position of the grass cutting costs and the Tax Base were known.

c. To consider and agree to the Internal Auditor's letter of engagement

The Councillors considered the letter and **RESOLVED** to agree to it. It was signed by the Chairman and the Clerk. The Clerk would send it to the Internal Auditor.

d. To consider invoices for payment itemised on the payment schedule

The Councillors **RESOLVED** to approve the following invoices for payment:

Cheque no:	Payee and reason	Budget	Amount
200097	Fringford Village Hall for hire of hall on 16 November	Hall Hire	£18.00
200098	Cherwell District Council for dog bin emptying (invoice no 7001072)	Dog bin emptying	£384.38
200099	Navitas Design Ltd for website training	Website + training	£54.00
200100	JMC Olds for Admin expenses (printing £22.36, postage £3.02, telephone £0.32)	Admin costs	£25.70
	JMC Olds	Mileage expenses	£12.33
	Total		£38.03

9. Financial Regulations

The Councillors reviewed the Financial Regulations and **RESOLVED** to agree that no changes were necessary and to re-adopt them.

10. Planning Applications

- a. To consider all recent Applications received** from Cherwell District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting.

No applications had been received for discussion.

The following application was received and responded to:

- i. 16/01888/F, Mrs D Ford, 2 Springfield Road, OX27 8TT for 'Two storey side extension'. The comments included the concern about the description given, which was inaccurate – although the proposal states that it is a side extension, an additional rear extension is also on the plans.

No concern was raised about the side extension as it mirrors what is next door at number one, but the rear extension, which looks from the plans as though it is 1 1/2 storeys in height, would have a detrimental effect on 1 Springfield Road's right to light into their back rooms and back garden and would greatly overshadow that property.

The Councillors requested that the lack of accuracy of the application description be followed up with the planning officer.

b. To note Notices of Decision

The following notices of decision had been received:

- ii. 16/01588/F, Mr and Mrs Wilson Abraham, 25 Fairhaven Road, OX27 8TU for Single storey rear extension and new front porch with downstairs cloakroom. Permission for development subject to conditions.

11. Proposed Removal of the Telephone Box – to consider BT's application to remove two telephone boxes on Skimmingdish Lane (reference 16/00054/PBOX) and Elderfield Road (reference 16/00057/PBOX)

The Clerk informed the meeting that British Telecom was currently reviewing the use of all telephone boxes. Neither of the two telephone boxes in the village have been used to make any calls in the last twelve months.

The Councillors agreed to the proposal, but suggested that the Bicester Healthy New Town initiative may be able to help with turning the kiosk on Skimmingdish Lane into a defibrillator point. The Clerk would investigate further.

12. Parish Matters

a. Website – to receive a progress report.

The Clerk informed the meeting that the website went live on 26 September and was working well. The Clerk had received some additional training on backups and how to add Google Analytics to the site so that visitor numbers and other data could be monitored.

The Clerk informed the meeting that there was a facility for creating email addresses for Councillors from the domain name. The Councillors **RESOLVED** to agree to set up email addresses for each of the Councillors which would forward to their personal accounts, but which the Clerk would generally respond to on request. The addresses would be publicised on the website. The Clerk would add update the Communication Policy.

b. Grass Cutting

i. To consider transferring the responsibility for cutting the grass within the Village from OCC to the Parish Council

The Clerk had received the grass cutting map of the urban areas of the village from OCC. It covered the north side of Skimmingdish Lane and both sides of Fringford Road, but not the south side of Skimmingdish Lane. The Clerk had made enquiries about whose responsibility it was and was awaiting a response.

The Councillors agreed that in principle, it would be possible to transfer the responsibility of grass cutting within the Village but wanted more information about the grass cutting grant and the total area covered before finalising the arrangements. The Councillors **RESOLVED** to consider the proposal further at the next meeting.

ii. **To consider quotations from contractors for cutting the verges on Skimmingdish Lane, and Fringford Road**

The Clerk had received one quotation for the north side of Skimmingdish Lane and both sides of Fringford Road, but needed more information from OCC before requesting final quotes.

The Councillors **RESOLVED** to consider the quotations further at the next meeting.

c. **Weed Killing** – to consider the quotation from Quadron Services for the weed killing on the pavement on the Fringford Road

The Councillors considered the quotation of £90 plus VAT from Quadron Services for the weed killing on Fringford Road for 2017/18 and **RESOLVED** to agree to the quotation.

d. **Snow Clearance** – to consider the snow clearance agreement for the winter 2017/18

The Councillors **RESOLVED** to agree to continue with the arrangement with Richard Wise to clear the snow, in consultation with the Clerk, at a cost of £50 per hour plus VAT. The roads to be cleared were the Fringford Road from the northern white gates, through the village to the Southwold Lane Turn together with the whole of Skimmingdish Lane from the Fringford Road to the A4421 Buckingham Road.

The Clerk would write to confirm.

e. **October Sunday Brunch Scramble** – to note the date of the next Scramble at Bicester Heritage as 8 January

The Clerk informed the meeting that Bicester Heritage was changing the ticketing process and would be charging £6 for pedestrians with under 16s remaining free with a paying adult. They would like to offer Caversfield residents an offer similar to their Classic Car owners at £4 per adult in advance. All tickets would be £8 on the gate.

13. **CDC Consultation on Local Plan Part 1 – Partial Review** – to consider a response to the consultation

The Councillors **RESOLVED** to agree to discuss the consultation further and convene an additional planning meeting once Cllrs Nisbet and Shipway had attended a workshop about the review on 7 December.

14. **To note the response to CDC's Open Space, Sport and Recreation Review for Cherwell**

The Clerk had worked with the MoD and with City and Country to correct the map and respond accordingly. The Councillors noted the response to the review.

15. **Request to OCC for the addition of a pavement and crossing on A4421 and extension to the pavement from Springfield Road to outside Cuckoo Cottage** – to receive a progress report

Cllr Stratford reported that he had submitted the request for the A4421 crossing and pavement to the October Localities meeting and it had been well received. The Highways department had been asked to work on a feasibility study to investigate the crossing.

The pavement extension on the Fringford Road was also noted but would depend on receiving funding.

16. Request to OCC for the reduction of the speed limit on A4421 through the village – to receive a progress report

Cllr Stratford took the request to the Localities meeting but further consideration and studies would need to be undertaken.

17. Parliamentary Boundary Review – to consider a response to the Parliamentary Boundary Review consultation

The Clerk informed the meeting that the proposal was to put the villages north and east of Caversfield and Bicester into the Henley / Thame Ward; this included Fringford, Stratton Audley, Launton, Wendlebury and part of the new Kingsmere estate in Bicester thus dividing Bicester between two Parliamentary constituencies.

18. High Sheriff's Awards – to consider nominations for the High Sheriff's Awards

The Councillors considered the request for nominations but had no suggestions.

19. Reports from Meetings

a. Healthy New Town Workshop (6 October)

Cllr Nisbet reported that she attended the workshop about promoting Bicester as a better place to live. The notes of the meeting had been circulated.

b. Parish Liaison Meeting (9 November)

Cllr Nisbet and the Clerk attended the meeting. The discussion included the possibility of the Council Tax referendum principles, rural broadband rollout, a planning policy update by David Peckford, a briefing about the Cherwell Design Guide from the Design and Conservation Team Leader, Clare Mitchell, and a briefing from Guideposts on Dementia Oxfordshire.

20. Correspondence received

The Clerk presented the meeting with a list of correspondence received which included:

- a. A Villager – re positive comments about the new website**
- b. CDC – Street Trading Review**
- c. OALC – September Update**
- d. Healthy New Town Workshop – meeting slides**
- e. CDC – revised Electoral Register application**
- f. CDC – Community Governance Review request to check the Parish had an adequate number of Councillors**
- g. Police Update**
- h. OCC – re ESF Community Grants Fund**
- i. A Villager – re contractors surveying the trees on the Springfield Road grass area**
- j. OALC – October Update**
- k. Co-op Bank – changes to terms and conditions**
- l. Marie Curie – appeal for grant**

m. OCC – re SENDIASS publicity (to be put on the noticeboards and website)

n. Clerks and Councils Direct

21. Items for information or next Agenda only

a. Agenda items

The Clerk requested that all items for the next agenda should be submitted by Thursday 5 January.

b. Stratton Audley Turn Sign

The Clerk had chased the repair with the Highways Signs team and was informed it was scheduled for repair.

c. CDC Proposal to install covered bike rack by the bus shelter

CDC would like to install a covered bike rack by the bus shelter and the parish had been asked whether to adopt the rack. As the request came in after the agenda was published it was not possible to make a decision about adoption until the next meeting.

d. Dog bin emptying in the Park

The Clerk had been notified that the dog bins in the park had not been emptied. Following investigation, due to a change in the system for MoD contracts, it appeared that the dog bin emptying contract had been missed. Villagers had been asked not to use the bins in the park until the contract had been re-arranged, which it was hoped would be soon.

e. Accident outside Bicester Heritage 2 October

The accident which happened during the October Scramble was not caused by visitors to the Scramble, but it did have a detrimental effect on those trying to exit the site.

22. Date of Next Meeting

The Councillors **RESOLVED** to agree that the Parish Council meeting would take place on Wednesday 18 January 2016 in the Chinnery Room of Fringford Village Hall at 7.30pm.

The meeting closed at 9.35pm

Signed

Dated